

Fairfax County Circuit Court

Coversheet Program Installation

Instructions from the Internet

SYSTEM REQUIREMENTS FOR FXCOVER VERSION 1.2:

- * Pentium CPU with at least 32 MB RAM (64 MB RAM recommended)
- * Operating Systems: Windows 95/98 and NT 4.0 (Service Pack 6)/Windows2000

(This program will NOT run under Windows Millennium Edition)

* Internet Explorer 5.50.4522.1800 SP1 which is available on this disk, or a newer version
(Download free: <http://www.microsoft.com/downloads/search.asp>)

* Adobe Acrobat Reader 3.01 which is available on this disk, or a newer version
(Download Free: <http://www.adobe.com/acrobat/readstep.html>)

Go to the Website:

http://www.fairfaxcounty.gov/courts/circuit/land_records_info.htm and download the coversheet and Barcode Application installation file.

Make sure you note the folder where the Coversheet.exe file is saved.

HOW TO BEGIN INSTALLATION AND WHAT TO EXPECT:

- 1.) Go to Start, Run
- 2.) Click on the Browse button.
- 3.) Double click My Computer
- 4.) Change to the folder where you saved the Coversheet.exe file.
- 5.) Click on Coversheet.exe, then click on the Open button.
- 6.) After the files are extracted, make sure the following 4 files are in the same directory.

FXCover.cab

setup.exe

setup.lst

standalone.mdb

- 7.) Double click setup.exe.
- 8.) You will be prompted to choose whether or not to install MDAC 2.5 RTM.

You MUST UPGRADE TO MDAC 2.5 RTM.

9.) If you are re-installing FXCover and left the coversheet database on your system you will be prompted to choose whether or not to replace the existing database. If there are existing records that you do not want to lose then you should keep the existing database.

10.) If your system files are newer than the system files installed by FXCover Setup then you may be prompted during the installation about whether or not to keep specific files on your machine or use the older files contained in the setup - if this occurs you should keep the newer files already on your machine.

You may choose to cancel the Setup at various times during the installation. If you select the cancel button Setup will remove the all the files it installed up to the point of cancellation. Setup will prompt you as to whether or not to save an uninstall log this is recommended but not required.

HOW TO UNINSTALL FXCOVER:

- 1.) Go to Start, Settings, Control Panel
- 2.) Open Add/Remove Programs
- 3.) Click on FXCover.
- 4.) Click on the Add/Remove button.
- 5.) To remove the application, click on the Yes button.

While FXCover is being removed from your system you may be prompted about whether or not to keep specific files referred to as "shared". If this occurs it is recommended that you keep those files.

KNOWN MICROSOFT INTERNET EXPLORER ERRORS:

Error 1:

IE Script Error:

"The callee [server[not server application]] is not available and disappeared; all connections are invalid. The call did not execute."

Description/Solution:

This could occur in FXCover if a Barcode or Fee calculation page is generated and the print button is selected, but before the print interface is visible, the page window is closed.

** Wait for completion of processing prior to closing page window.

Error 2:

Page freezes

Description/Solution:

This error occurs after 7 or 8 barcode or fee calculation pages have been generated, printed, and closed. ** The Work around is (immediately after FXCover Startup) to generate a barcode page and then minimizing its window and then generate a fee page and then minimize its window, then continue working out of these same windows (NEVER CLOSING THEM).

TROUBLESHOOTING ERRORS:

Error (Windows 95/98):

An error occurred while registering the file C:\windows\system\MSHTML.DLL during the installation of the program.

Description/Solution:

This problem indicates you have an old version of FXCover. ** If you can download from the county web site the latest version of FXCover. If you can't or need a temporary fix then re-install Internet Explorer after the FXCover installation is complete. Do not re-install FXCover after you install Internet Explorer. Ensure I.E. is version 5.50.4522.1800 SP1 or a newer version.

Error (Windows NT Workstation 4.0):

During operation a Barcode is not printed on the coversheet page.

Description/Solution:

** Ensure service pack 6 is installed on your system.

Error:

If during FXCover startup an error occurs indicating that it could not connect to the database.

Description/Solution:

** Remove read only flag from c:\FXCover\Standalone.mdb

Error:

The color of a button changes but processing does not continue

Description/Solution:

When a button pressed changes color this indicates processing has begun. If the color does not change nor does the desired action occur within a reasonable amount of time then the mouse software did not fully register the selection. ** Press the button again.

IMPORTANT

The fee schedule for recording documents changed as of July 1, 2001. Make sure the current fee database is in place before using the Coversheet and Barcode Application.

To retrieve this update, go to the following Website:

http://www.fairfaxcounty.gov/courts/circuit/land_records_info.htm

1.) Click on Fee Calculation Update (effective 5-1-02)

2.) Follow the instructions on this page and replace your existing fee database.

WHAT TO DO IF ERRORS PERSIST OR IF YOU EXPERIENCE PROBLEMS:

* If an error occurs while processing Barcodes or Calculating Fees close the window and save the coversheet data, then close and restart the FXCover application. If the error persists then re-install the application. If the error continues; document the steps to recreate the error as well as a description of the problem and then contact Fairfax County Circuit Court Information Systems.

Please send an email to ccrhelp@fairfaxcounty.gov with the following information in your trouble report:

Name

Company Name

Phone

email address

Windows version,

Internet Explorer version (please include update versions)

Date of the last install and the date or version of the coversheet program.